

FREDERICK COUNTY DIVISION OF UTILITIES AND SOLID WASTE MANAGEMENT (DUSWM)  
OWNER'S AUTHORIZATION TO BILL TENANT OR THIRD PARTY

4520 Metropolitan Court, Frederick, MD 21704

Phone: 301-600-2935

E-Mail: [DUSWMW&SBilling@FrederickCountyMD.gov](mailto:DUSWMW&SBilling@FrederickCountyMD.gov)

**INSTRUCTIONS FOR COMPLETION OF FORM ARE ON NEXT PAGE OF FORM**

Water/Sewer

MD Real Estate

Sub-

Account #: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Division: \_\_\_\_\_

Property premise address: \_\_\_\_\_

(Print or type)

This authorization is valid and effective from the date processed until discontinued by the tenant, third party, property owner or until a new authorization form is received and processed by the Division of Utilities and Solid Waste Management (DUSWM). This authorization will not be effective before the date it is processed and approved. To request an effective date in the future, enter future date here \_\_\_\_\_. Allow sufficient time for DUSWM to receive this authorization.

I, as owner, remain legally responsible for all outstanding balances as shown in the Office of the Treasurer of Frederick County, even though I may no longer receive bills, correspondence, notices, etc. directly from Frederick County DUSWM. I acknowledge that in addition to ordinary means for collection of charges, including the discontinuation of service to the property, the property may be sold at the Treasurer's annual tax sale to collect delinquent charges.

By electing to authorize third party billing for this account, I understand that I will not be able to access my water and sewer account information and/or make online payments using the DUSWM CCS PAY website or the CCS PRESENT website because the tenant will be recognized as the primary bill payer. The tenant will not be able to access and/or make online payments using the DUSWM CCS PAY website or the CCS PRESENT website until a full quarter cycle bill is issued in their name.

**I understand that there is a \$20.00 charge (PAYABLE TO FREDERICK COUNTY DUSWM) to establish or modify this agreement, payment for which must accompany this authorization form. To pay this charge by credit card, please contact our office. I understand that there is also a charge of \$5.00 per bill issued for this service, which will be included in each bill.**

This authorization does not divide the normal quarterly water/sewer charges between the owner and tenant/third party. Meters are read on Tuesday or Wednesday for interim billings. If an interim meter reading and bill to the property owner is desired, indicate the date of a Tuesday or Wednesday the meter should be read. This form must be received by DUSWM at least 10 days before the requested meter read date or the read will be made as soon as possible after the desired date. Desired interim meter reading date \_\_\_\_\_. I understand and agree to pay the \$35.00 fee for the interim meter reading and billing which will be added to the interim bill. ALL FEES LISTED ON THIS FORM ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE DUSWM. Current charges for the fees listed on this form may be obtained at our website: [www.FrederickCountyMD.gov](http://www.FrederickCountyMD.gov).

**By signature below, I acknowledge that I have read and agree to the terms and conditions contained on both sides of this OWNER'S AUTHORIZATION TO BILL TENANT OR THIRD PARTY form. I, the undersigned property owner(s) of the above listed property, hereby request and authorize the Frederick County Division of Utilities and Solid Waste Management to send all water/sewer bills, correspondence, notices, etc. to my tenant/third party designee at:**

\_\_\_\_\_  
Name of Tenant/Third Party (type or print)      Owner's Signature (non-individual add Title)      Owner's Signature (non-individual add Title)

\_\_\_\_\_  
Address of Tenant/Third Party (type or print)      Owner's Name (type or print)      Owner's Name (type or print)

\_\_\_\_\_  
Address of Tenant/Third Party (type or print)      If owner is not an individual, enter entity name of owner.

**DUPLICATE BILLS FOR OWNER**

The owner of the property will be mailed copies of the original water/sewer bill, 30 day past due notice and 45 day past due/final shutoff notice. Copies of shutoff notices and other water/sewer information may not be mailed to the owner.

\_\_\_\_\_  
Owner's Address

\_\_\_\_\_  
Owner's Address

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Owner's Phone Number

**PLEASE RETURN THIS FORM TO THE ADDRESS SHOWN AT THE TOP OF THIS PAGE.  
RETAIN A COPY FOR YOUR RECORDS.**

FREDERICK COUNTY DIVISION OF UTILITIES AND SOLID WASTE MANAGEMENT (DUSWM)

**INSTRUCTIONS FOR COMPLETION OF  
OWNER'S AUTHORIZATION TO BILL TENANT OR THIRD PARTY**

**GENERAL:** Read both pages of this form carefully. If the blank form was faxed to you, the completed form with original signatures must be mailed (NOT FAXED) to this office. The \$20.00 set up fee is due with this form. Make check payable to "Frederick County DUSWM" and include it with the authorization form or contact our office to pay this fee by credit card. The water/sewer account balance must not be delinquent for the authorization to be processed. Any current or future tenant/third party name and/or address changes will require a new authorization form and an additional \$20.00 set up fee. Contact this office for a form. There is no charge to discontinue the third party billing. The tenant, owner or third party may discontinue the third party billing by notifying this office in writing or verbally. The first bill that will be mailed to your tenant/third party will be the next regular quarterly billing, provided your request is complete and processed before the next regular quarterly billing cycle bills are prepared. The account's status (bills and payments) may be tracked on the County's website at [www.FrederickCountyMD.gov](http://www.FrederickCountyMD.gov). Look under heading "Online Services: E-Services," then click on "Water/Sewer Bill Inquiry" and follow the instructions. Questions should be directed to 301-600-2935, Monday – Friday, except County holidays.

**RESPONSIBLE PERSON:** Payment of all water/sewer bills is the responsibility of the owner of the property regardless of to whom the owner has authorized the bill to be mailed. Normally, bills are sent to the property owner at the address maintained by the Maryland Department of Assessments and Taxation. Changes to the billing account will only be made following receipt of the properly completed authorization form for an account with no delinquent balance.

**WATER/SEWER ACCOUNT NUMBER:** This is the Frederick County water/sewer account number that consists of four sets of numbers with each set separated by a dash. The first set is "72." The second set is either "999" or "998" (example: 72-999-123-456). The account number appears on the water/sewer bill.

**REAL ESTATE TAX ID NUMBER:** This account number is assigned to each property by the Maryland Department of Assessments and Taxation. It appears on the real estate tax bill for the property. The first two digits correspond to the district and the last six digits are the account number (example: 26-123456).

**SUBDIVISION:** A name given to a geographic area in the county that has been divided into lots. (Examples include Deerfield, Robin Meadows and Urbana Highlands.)

**PROPERTY ADDRESS:** This is the premise address of the property being served by county water/sewer. Include the city or town, state, zip code and zip plus 4 (if known), as well as the house number and street name.

**EFFECTIVE DATE OF AUTHORIZATION:** The authorization will become effective on the date it is processed or on the selected future date provided on this form. Effective beginning dates cannot be retroactive to a prior date. After the authorization form is processed, the next regular quarterly billing will go to the authorized bill payer and address.

**DESIGNATING A TENANT OR THIRD PARTY:** To authorize that the water/sewer bill be sent to either a tenant or a third party, print or type the name of the tenant/third party along with the full address, including zip code, where the bill is to be mailed (even if the mailing address is the same as the premise address) in the space provided.

**OWNER'S SIGNATURE(S):** ALL owner(s) of record as shown on the Maryland Department of Assessments and Taxation records must sign the authorization form. Corporate entities, partnerships, trusts and other non-individual forms of ownership must include, in addition to the signature, the title of the signatory and the entity name. Type or print clearly the owner's name, including title and form of ownership if not an individual. Include owner's address, date signed and owner's phone number. AGENTS MAY NOT SIGN FOR THE OWNER.

**DUPLICATE BILLS:** The owner of the property will be mailed duplicate copies of the original water/sewer bill, 30 day past due notice and 45 day past due notice. Copies of shutoff notices and other water/sewer information will NOT be mailed to the owner. Duplicate bills are for informational purposes only. If the owner finds it necessary to pay a bill without the original bill, the payment must be sent to the DUSWM at 4520 Metropolitan Court, Frederick, MD 21704. If payment is made by check, be sure to include the water/sewer account number on the check.

**OFFICE LOCATION AND MAILING ADDRESS:** The mailing address is 4520 Metropolitan Court, Frederick, MD 21704. If visiting, the office is located south of Frederick. From Interstate 270, take Route 85 South towards Buckeystown, turn left on English Muffin Way and left on Metropolitan Court. We are the last building on the left hand side of Metropolitan Court.